

Office of State Publishing (cont'd)

Information and Records Management Services

California Records and Information Management (CalRIM) has moved to the Secretary of State's office.

For additional information, visit their website at:

<http://www.sos.ca.gov/archives/calrim>

Records Center Services (TT CODE 6451):

Operate records centers for the economical storage of records which must be retained, but which need not be kept in high cost office areas.

Provide vault facilities for the permanent storage of the state's vital or essential records in case of a disaster (microfilm copies only).

1. Storage of Records in Records Centers

The basic annual service charge, per cubic foot per year, covers storage services at the Records Center.

2017-18:

\$5.25 per cu. ft. per year

Proposed 2018-19:

\$5.25 per cu. ft. per year

2. Surcharge for Long-Term Records

In addition to the billing rates, a surcharge will be placed on all records stored in records centers 20 years and beyond. The charge is based on the rationale that records centers are not designed to offer permanent storage. This responsibility rests with the State Archives, Office of the Secretary of State. Agencies having long term records should plan to (a) reduce retention periods, (b) microfilm files, or (c) transfer records to the State Archives.

\$2.00 per cu. ft. per year

\$2.00 per cu. ft. per year

3. Offsite Storage of Essential Records

This annual service charge covers storage of essential records, which are maintained in a controlled environment.

\$24.50 per cu. ft. per year

\$24.50 per cu. ft. per year

4. Record Pull

This service charge covers the costs associated with pulling records requested for review by state agencies.

\$2.00 per event

\$2.00 per event

5. Record Restock

This service charge covers the cost associated with returning records to their storage location after a review is complete.

\$2.00 per event

\$2.00 per event

6. Pre-End Retention / Early Withdrawal

This service charge covers administrative and logistic costs resulting from records being removed from SRC prior to the scheduled retention period.

\$5.00 per cu. ft.

\$5.00 per cu. ft.

Office of State Publishing (cont'd)

Destruction Center Services (TT CODE 6453):

1. Destruction of Confidential Records	<u>2017-18:</u>	<u>Proposed 2018-19:</u>
This service charge covers the cost of shredding confidential paper documents by state personnel.	\$0.16 per pound	\$0.16 per pound
2. Destruction of Confidential Plastics		
Destruction of microfilm, microfiche, cassette tapes, computer tapes, and other like materials.	\$0.34 per pound	\$0.34 per pound

For additional information, contact the Office of State Publishing at (916) 322-1031 or (800) 963-7860 or visit our website at:

<http://www.dgs.ca.gov/osp>